

~~CONFIDENTIAL~~

NOTICE

TRAVEL

AIRPLANE TRAVEL ACCOMMODATIONS

1. The Agency will generally adhere to a policy of providing first-class accommodations to personnel who perform official air travel or who, together with dependents, utilize air transportation in connection with transfer to permanent duty posts. The official sponsoring the travel may direct the use of air coach or tourist class accommodations in lieu of first-class air travel when air coach or tourist travel can be arranged within the desired departure and arrival times.

2. When air coach or tourist class travel is directed, the Agency will reimburse the traveler for any travel costs which would not be encountered in connection with first class accommodations, such as the cost of excess baggage; provided, however, that such additional costs will be paid only to the extent that the total cost to the Agency will not exceed that of first-class accommodations.

3. Air coach or tourist travel will not be required in any case in which a traveler and his dependents, if any, are eligible under Agency regulations for a sleeping berth obtainable only under available first-class accommodations.

4. In accordance with the provisions of sections 1, 2, and 3, above, recommendations may be made in individual cases for the use of air coach or tourist class travel if available. In such cases,

the travel order will state that available first-class accommodations will be used if air coach or tourist class travel cannot be arranged by a certain date, as specified on the travel order.

5. The responsibility for determining and requiring the use of air coach or tourist class accommodations in lieu of first-class accommodations within the limitations established herein is vested solely in the sponsoring official who has been delegated the responsibility to authorize travel and travel orders will be construed to authorize first class accommodations unless specific provision is included to the contrary.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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(Administration)